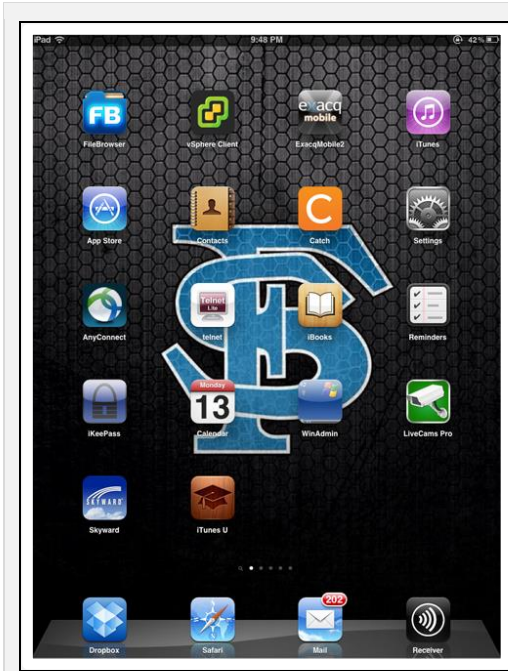


Introduction

These instructions apply to mobile devices running IOS . These instructions cover adding an email account which will allow synchronization of FSD email, contacts and calendars with Office 365. If you have trouble progressing through these instructions and wish for assistance, please call 509.291.7511



STEP 1

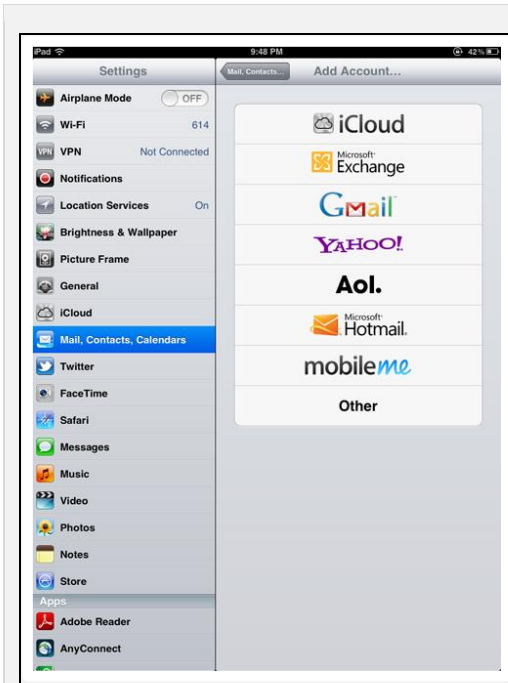
Goto the **IOS Settings** via the setting app



STEP 2

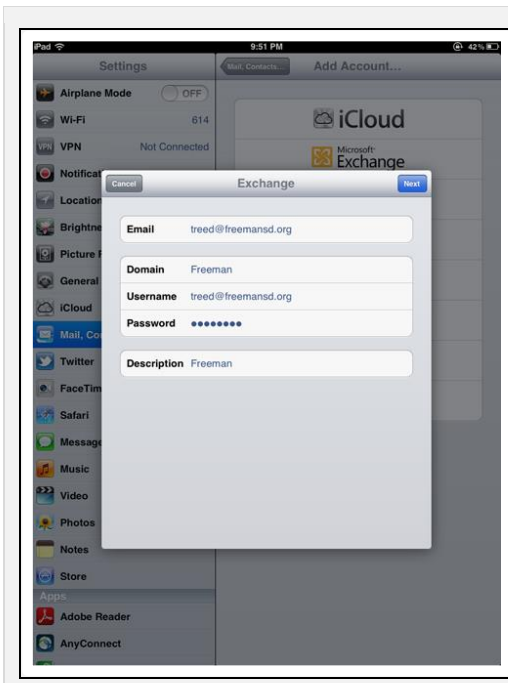
Click **Mail, Contacts, and Calendars** on the left column.

If an existing **"Exchange"** account appears on the right hand side: Select **Exchange** and then **Delete Account**



STEP 3

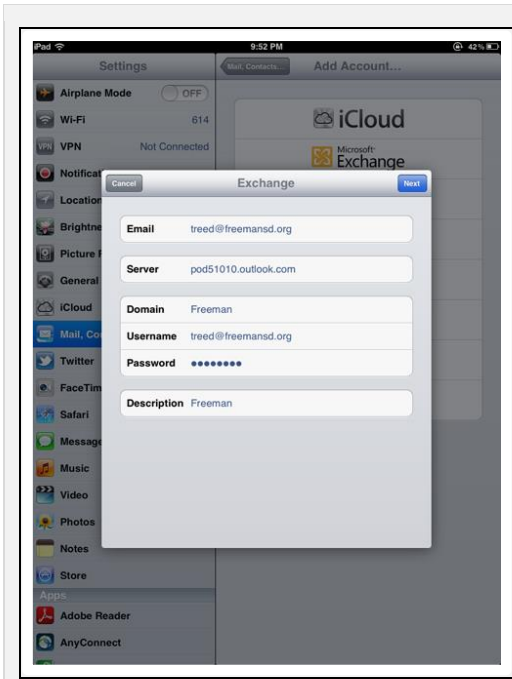
Select **Add Account** on the right column
Choose **Microsoft Exchange**



STEP 4

Enter the information below, then hit **Next**:

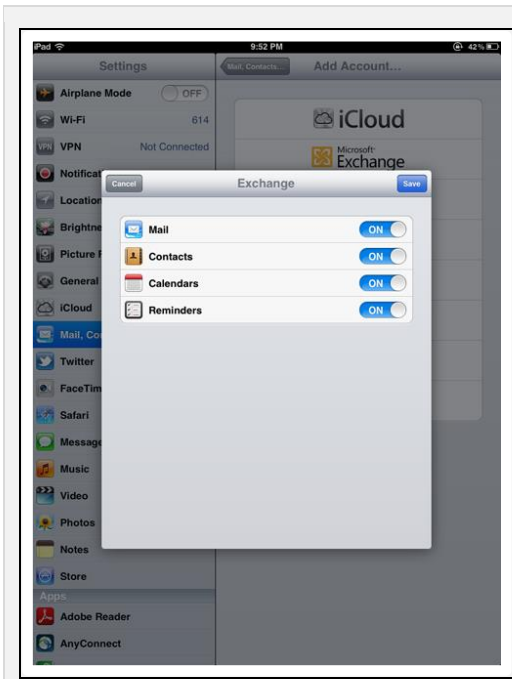
- **Email:** Enter FSD email address
- **Domain:** Freeman
- **Username:** Enter FSD Email Address
- **Password:** FSD network password
- **Description:** Exchange



STEP 5

After verifying if everything is successful your IOS device will automatically enter the server field, if not manually enter the server field: **pod51010.outlook.com**

Select **Next**



STEP 6

Choose the aspects you would like to sync to your IOS device:

Mail/Contacts/Calendars/Reminders

Note: These aspects are synchronized with outlook on your desktop computer